

September 10, 2014
Regular Session

The Bellevue Municipal Utilities met in regular session on September 10, 2014 at 12:00 noon in the Council Chambers with Chairman Ken Walsh presiding. The roll call was as follows:

PRESENT: Boardmembers Ken Walsh, Barry Nudd and Lucy Zeimet. Also present were Superintendent Bob Ploessl and City Administrator Loras Herrig, Mike Palm, Dubuque Networking Services and Mark DeVries

ABSENT: None

APPROVAL OF AGENDA

It was moved by Nudd and seconded by Zeimet to approve the agenda. Motion carried unanimously.

MIKE PALM/DUBUQUE NETWORKING

Mike Palm appeared to discuss the electronic preparation of future utility packets. Palm presented various options and discussed actual procedures with the Board. The Board asked Palm to gather additional information and make a demonstration at a future Utility Board meeting.

ATTORNEY MARK DEVRIES/PETESCH EASEMENT

Devries appeared to discuss the current status of the Petesch easement. The Utilities have had an easement on the property owned by Dennis Petesch to reach the ground reservoir for many years. The lease expired a number of years ago and Dennis Petesch is interested in renegotiating the easement. The Board instructed Herrig to set up a meeting between City legal counsel, Attorney DeVries and Dennis Petesch to discuss a future easement agreement.

CONSENT AGENDA

It was moved by Nudd and seconded by Walsh to approve the Consent Agenda. Motion carried unanimously.

- A. Approve minutes of 8-13-2014 Regular Session
- B. Approve August Financial Reports
- C. Approve Bills and Claims as Authorized

SUPERINTENDENT'S REPORT

Ploessl updated the Board on the status of the electric and water meter change out. Ploessl also updated the Board on the new transformer for the Rockwell facility in town. The project is just about wrapped up.

RESOLUTION NO. 04-14UB ESTABLISHING A COMPENSATION PLAN FOR THE BELLEVUE MUNICIPAL UTILITIES

It was moved by Zeimet and seconded by Nudd to approve Resolution No. 04-14UB Establishing a Compensation Plan for the Bellevue Municipal Utilities. Motion carried unanimously.

RESOLUTION NO. 04-14UB

A RESOLUTION ESTABLISHING A COMPENSATION PLAN FOR THE BELLEVUE MUNICIPAL UTILITIES

WHEREAS, the Bellevue Municipal Utility Board of Trustees is responsible for operating the Bellevue Municipal Utilities, and

WHEREAS, the establishment of a Fair Compensation Plan for employees is a responsibility of the Bellevue Municipal Utility Board of Trustees, and

WHEREAS, it has been determined that the current plan needs to be amended.

NOW, THEREFORE, Be It Resolved that the following salary plan is adopted effective 7-1-15

Salary Plan Utility Positions 2014

Superintendent Salary FYE 2015 \$32.48

	Wastewater Operator		Journeyman Lineman	
	Wage	% Of Superintendent	Wage	% Of Superintendent
Entry Level	\$15.92	49.00%	\$15.92	49.00%
Entry Level (6 Month Review)	\$16.56	51.00%	\$16.56	51.00%
Grade 1 Operator	\$17.54	54.00%		
1st Level Journeyman			\$17.54	54.00%
Grade 2 Operator	\$18.84	58.00%		
2nd Level			\$18.84	58.00%

Journeyman				
Grade 2 Operator Plus Superintendent	\$20.46	63.00%		
3rd Level Journeyman			\$20.46	63.00%
Grade 3 Operator	\$21.11	65.00%		
Grade 3 Operator Plus Superintendent	\$22.74	70.00%		
Journeyman Lineman			\$22.74	70.00%
Journeyman Lineman Grade 2 Water			\$23.39	72.00%
Journeyman Lineman Grade 3 Wastewater			\$24.36	75.00%
Journeyman Lineman Grade 2 Water Grade 3 Wastewater			\$25.33	78.00%
Journeyman Lineman Foreman			\$24.36	75.00%

Journeyman Lineman Levels	% of Superintendent
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Level 1	
Completion of 1st 1500 hrs. of OJT & 144 hrs. of related instruction	54.00%
Level 2	
Completion of 2nd 1500 hrs. of OJT & 144 hrs. of related instruction	58.00%
Level 3	
Completion of 3rd 1500 hrs. of OJT & 144 hrs. of related instruction	63.00%
Level 4	
Journeyman Lineman	70.00%

Passed and approved this _____ day of September, 2014.

Secretary

Chairman

CORRESPONDENCE WITH IOWA DNR ON WASTEWATER OPERATIONS

Herrig presented a draft of a letter he will be sending to Sue Miller at the Iowa Department of Natural Resources concerning the current and future staffing at the Wastewater operation. The letter indicates that Steve Engleman will attempt to obtain his Grade III Wastewater Operator Certification in the next year. If that certification is not achieved by September 1, 2015 the Utility Board of Trustees will be committed to either hiring an outside Grade III Operator or contracting the services through a firm that provides Wastewater maintenance operations. It was moved by Zeimet and seconded by Nudd to approve sending the letter to the Iowa Department of Natural Resources. Motion carried unanimously.

JOURNEYMAN LINEMAN APPLICATIONS

The Board reviewed all applications and after discussing the matter recommended that Ploessl interview five candidates for the position. Once this is completed Ploessl will make a recommendation to the Board at a future meeting.

RESOLUTION NO. 05-14UB AMENDING THE UTILITY DEPOSIT POLICY FOR CUSTOMERS

It was moved by Zeimet and seconded by Nudd to approve Resolution No. 05-14UB Amending the Utility Deposit Policy for Customers. Motion carried unanimously.

RESOLUTION NO. 05-14UB

A RESOLUTION AMENDING THE DEPOSIT AMOUNTS FOR UTILITY CUSTOMERS OF THE CITY OF BELLEVUE AND THE BELLEVUE MUNICIPAL UTILITIES

WHEREAS, the City of Bellevue and the Bellevue Municipal Utilities provide Electric, Water, Sewer, Cable TV, Internet, Sanitation and Storm Water services to our citizens and customers, and

WHEREAS, the City of Bellevue and the Bellevue Municipal Utilities prepare and provide bills for all utility services, and

WHEREAS, it is necessary and a normal part of the Utility business to collect a customer deposit from new customers for these services.

NOW, THEREFORE, BE IT Resolved that the following customer deposit policy be adopted.

ELECTRIC, WATER AND SEWER CUSTOMERS

Customer will pay an amount equal to the highest electric bill in the last 12 months for their property address plus \$156.00.

ELECTRIC, WATER, SEWER AND TELECOMMUNICATION CUSTOMERS

Customer will pay an amount equal to the highest electric bill in the last 12 months for their property address plus \$281.00.

TELECOMMUNICATION CUSTOMERS ONLY

Customer will pay \$125.00.

Passed and approved this _____ day of _____, 2014.

Secretary

Chairman

REVIEW OF CITY AUDIT

The Board reviewed initial audit findings from the City's auditor and agreed that the audit had been appropriately handled and all issues have been resolved.

STAFFING IN CLERK'S OFFICE

The Board reviewed a memo from Herrig concerning staffing levels in the Clerk's office and future retirements. The Board also considered a recommendation from the City Council that the next fiscal year budget include funding to bring an extra employee on board on approximately July 1, 2015 in anticipation of future retirements.

REVIEW OF RESOLUTION NO. 06-14UB AUTHORIZING THE SALE OF TRANSMISSION ASSETS TO CIPCO

The Board reviewed the resolution and agreed that a notice should be placed in the Bellevue Herald stating the public hearing will be held on October 8, 2014 to discuss the sale of the assets. At that meeting it is the intention of the Board to approve Resolution No. 06-14UB which will finalize the sale.

OCTOBER MEETING DATE

The next regularly scheduled meeting date will be October 8, 2014 at 12:00 noon in the Council Chambers.

BILLS AND CLAIMS

The following Bills and Claims were approved as follows:

Treas. State of Iowa	Sales Tax 8/1-15/2014	3585.00
Treas. State of Iowa	Sales Tax 8/16-31/2014	3201.00
IPAIT	Purchased Power	139080.86
Ia. Dept. of Nat. Resources	W.W. Exam Fee	30.00
Black Hills Energy	Util. Gas Bills	1005.13
Medical Assoc. Health Ins.	Util. Health Ins.	7641.78
A&P Graphics & Signs	Elec. Equip. Maint.	128.40
Alice Kemp	Refrigerator Rebate	25.00
Anthony Guenther	Service Deposit Refund	232.71
Assurant Emp. Benefits	Util. Life Ins.	40.00
Bellevue Lumber	Water Operating Expense	24.48
Bellevue Mun. Util.	Trsf. Funds to Elec. Cap. Fund	15000.00
Bellevue Mun. Util.	Water/W.W./Elec Util. Bills	6060.46
Bellevue Sand & Gravel	Elec. Undergrd. Const.	158.85
Card Center	Clothing Allowance	194.00
Carol Dion	Service Deposit Refund	313.58
Casey's General Store	Elec./Water Gas Purchases	212.43
City of Bellevue	Util. Office Trsf./Int. Chg.	28580.06
Dennis Petesch Jr.	A/C Rebate	25.00
Dubuque Fire Eqpt.	Elec/W.W. Bldg. Maint.	271.48
Fletcher-Reinhardt Co.	Undergrd, Elec. Const.	1177.00
Hawkins Inc.	W.W. Oper. Expense	692.50
IIW Engineers	Elec/W.W. Engineering Exp.	12023.63
Jackson Co. Treas.	Elec. Property Taxes	3657.00
James Williams	Window Rebate	120.00
Jamie Haxmeier	Dehumidifier Rebate	25.00
Jessica Hughes	Service Deposit Refund	234.10
John Deere Finance	Elec. Minor Eqpt.	365.81
Keystone Lab Inc.	Outside Lab Testing	21.00
KiefferPlbg. &Htg.	W.W. Sludge Disposal Exp.	1644.59
Lampe True Value	Water/W.W./Elec. Oper. Exp.	96.23
Loras J. Weber Const.	Underground Constr. Expense	1149.00
Marie Zeimet	Window Rebate	40.00
Markanne, Inc.	Service Deposit Refund	200.48
Meier Construction	Water & Elec. Exp.	13500.19
Meier Electric Inc.	W.W. Op. Exp/Eq. Maint.	85.76
Metering & Tech Solutions	Water Meters	42619.92
Patzner's Pro Shop	Clothing Allowance	272.85
Robert Thola	Window Rebate	240.00

Roeder Brothers	Elec. Operating Exp.	12.25
Roy Brinker	Refrigerator Rebate	25.00
Schoenthaler,Bartelt,Kahler,Reicks	Water Eng. Expense	25.00
State Hygienic Lab	Water Outside Lab Testing	19.00
T&R Electric	Elec. Transformers (Rockwell)	20995.00
The Car Wash	Util. Gas Purchasers	726.84
Till's Garage	Elec. Eqpt. Maint.	125.46
U.S. Post Office	Stamps	269.50
Unity Point Clinic – Occ. Med.	Drug Screening	74.00
Universal Elec.	Op. Exp/Overhead Line Const.	421.03
Verizon	CIPCO Monthly Access	14.32
Weber Paper Co.	Elec. Oper. Expense	37.23
Windstream	W.W./Elec. Phone Exp.	93.49
You Zhou	Service Deposit Refund	247.80
Zee Medical Inc.	Elec. Oper. Expense	31.28

ADJOURNMENT

There being no further business to come before the Board it was moved by Zeimet and seconded by Nudd to adjourn. Motion carried unanimously.

Secretary

Chairman